



## Seasonal Operations Assistant Position Available

Barron Electric Cooperative is seeking an individual to fill a Seasonal Operations Assistant position. The Seasonal Operations Assistant provides support to the Operations Department during the construction season.

Duties include, but are not limited to, assist operations personnel for outdoor and office work as needed.

### Minimum Qualifications:

1. Education Requirements:
  - High school diploma, equivalent GED, or actively seeking such credentials
2. Must possess a valid Wisconsin driver's license
3. Ability to communicate effectively to ask or respond to questions, provide information, and assistance
4. Demonstrate basic knowledge and skills in operation of a desktop computer, tablet, smart phone and applications such as Microsoft Outlook, Word, Excel and PowerPoint

### Essential Physical Requirements:

1. Sit or stand for sustained periods during the workday
2. Perform light physical work, without assistance
3. Work both indoors and outdoors as required
4. Travel occasionally for meetings or field assignments

### Seasonal Work Schedule:

1. Business hours of operation are Monday through Friday, 7:00 a.m. – 3:30 p.m.
  - Working hours will typically be 40 hours per week; scheduling accommodations will be considered
2. The Seasonal Operations Assistant will only work during the 2026 construction season, ideally May through October

Interested individuals must send a resume and completed Barron Electric Cooperative application. Applications will be accepted until March 13, 2026 or until the position is filled. Barron Electric Cooperative applications are available at [www.barronelectric.com](http://www.barronelectric.com) under My Cooperative and Job Opportunities.

Resume and completed Barron Electric Cooperative application may be mailed to:

Barron Electric Cooperative  
Attn: Executive Assistant/HR Administrator  
PO Box 40  
Barron, WI 54812

Or emailed to:

[barronec@barronelectric.com](mailto:barronec@barronelectric.com)